

# ***Holland High School***

***Athletic Department***

***Code of Conduct***

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**HOLLAND PUBLIC SCHOOLS  
ATHLETIC CODE OF CONDUCT**



**HIGH SCHOOL EDITION**

**SECTION I**

**Introduction**

The school district, school, and community recognize that high standards of conduct, citizenship, and sportsmanship are essential to sustaining a sound program of interscholastic athletics. The intent of the code is to uphold high standards of behavior, protect the health, safety, and well being of students, promote fair competition, assist students who desire to resist pressure to use illegal substances, and to promote a sense of order and discipline.

**Student Participation in Athletics is a Privilege**

Participation in athletics is a privilege available to students enrolled in Holland Public Schools. The acceptance of athletic participation involves a commitment by the participant to abide by the Athletic code of conduct and become a role model for the school and community. Based upon these expectations, the Athletic Code of conduct is in effect 365 days a year for each student athlete. Once a student athlete signs the Athletic Code (included on the HPS Physical Examination Form) during or after the 9<sup>th</sup> grade, the student remains under the code for the remainder of his/her high school career.

**Academic Eligibility Rules and Regulations**

Holland High School athletes are expected to maintain high standards in their academic disciplines. Athletes are subject to the academic eligibility standards as set by the Michigan High School Athletic Association and Holland Public Schools.

- A. Previous Semester Academic Eligibility/Credit Requirements.
  - 1. For the First Semester ninth (9<sup>th</sup>) grade athletes, the previous semester (i.e. their 8<sup>th</sup> grade second semester academic record) will not be considered in determining academic eligibility.
  - 2. Second Semester (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade athletes must, during the previous semester, have passed at least five (5) classes (66% of full credit load potential for a full-time student as required by the MHSAA standards).
  - 3. Athletes who are academically ineligible based on their previous semester academic record will be ineligible for the next 60 scheduled school days. If the athlete failed to satisfy the MHSAA standards (prescribed above),

the athlete's eligibility may be restored once his/her previous semester credit deficiency is made up (through summer school, night school, by correspondence or tutoring, or by other extra classes) and the missing credit is granted.

**B. Current Semester Academic Eligibility Requirements.**

1. Current semester academic eligibility checks will be made for all athletes, grades nine (9) through twelve (12), on a bi-weekly basis.
  - (a) Any athlete who is not passing at least four (4) classes (i.e. 66% of full credit load potential for a full-time student as required by the MHSAA standards) when checked is ineligible for competition until the next bi-weekly check.
2. Each period of ineligibility based on the athlete's current semester academic record will be for two successive Monday through Sunday periods. Notwithstanding the foregoing, an academically ineligible athlete may request and submit an "Intermediate Eligibility Form" on the Friday of the first week of any given ineligibility period (or the next school day attended by the athlete if he/she had been both absent and excused). If but only if, the athlete's "Intermediate Eligibility Form" demonstrates that the athlete is then passing all but one class his/her athletic period of ineligibility will be reduced to one week (Monday through Sunday).

**C. Provisions Applicable to Both Previous Semester and Current Semester Academic Eligibility.**

1. An athlete's academic standing (i.e. passing or failing status) in each class will be based on the athlete's cumulative performance in the class from start of the semester.
2. Athletes who are certified by their IEPC as requiring special needs or being eligible for special services shall be academically eligible, under MHSAA requirements and the provisions of this code, if they have completed (with respect to the previous semester), or if they are performing (with respect to the current semester), satisfactorily the equivalent of the credits required by this code in the course of study prescribed by the IEPC.
3. Appeals from determinations of academic ineligibility may be made to an appeals panel consisting of the Athletic Director, a coach from another sport, and the high school principal (or designee). The appeals panel's review shall be limited to the issue of whether or not the athlete's academic ineligibility was correctly determined under the provisions of this Code. The appeals panel may not make any adjustment which would be contrary to MHSAA requirements. These appeal provisions, for issues of academic ineligibility, are in lieu of the appeals process prescribed in Section IV, paragraph C, of this Code pertaining to athletic disciplinary matters.

### **Attendance in School during a Practice or Game Day.**

Athletes are expected to attend a full day of classes on the day of a practice or competition. If an athlete misses four or more class periods or is unexcused from any class, they will not be eligible to compete or practice that day. Violations discovered after the fact will be enforced for the next competition or practice. Extenuating circumstances which cause an absence **must** be communicated and cleared by the athletic director or principal **prior** to the absence.

### **Physical Exams, Insurance, and Concussion Information**

1. **Physical Examination**  
To participate on an athletic team, an athlete is required to have a current physical examination (**APRIL 15 OR LATER**) signed by a duly licensed M.D. or D. O. This must be on file in the athletic office prior to participation in the first practice.
2. **Insurance**  
So that each participant has proper protection against medical expenses incurred from an athletic injury, the Holland Public Schools has contracted with a designated insurance carrier for coverage of athletes. This coverage is in addition to the athlete's family insurance. The fee for this insurance is to be paid to the Athletic Office prior to the first practice. An athlete will not be allowed to participate in practices or competition until the insurance is paid.
3. **Concussion Information Form**  
In accordance with Michigan law, each student athlete must have on file in the Athletic Office a signed Concussion Information Form. This form is to be completed by the student athlete and parent/guardian prior to participation in practices or competition. This form is to be completed one time during the student's high school career.

### **Team Membership**

1. **Dropping from a Sport** - Dropping from a sport without valid reason is considered a serious matter. Students who decide to quit after a team has been established may not participate on another school-sponsored team during that season. For the purpose of this policy, a team is considered to be established after five (5) days of practice/tryouts. The athletic director, with approval of both head coaches, may waive the policy in the event of unusual circumstances.
2. **Joining a Sport** - Students need to commit to being a member of a team beginning with the first date of practice/tryouts. In those sports which require team selection (i.e. cuts or tryouts), students may not join a team on or after the day that team membership has been determined. In those sports which do not require team selection, students may join with the approval of the head coach but will be required to participate in the

number of practices listed below prior to participating in a contest or scrimmage:

Baseball - 8 practices; Boys/Girls Basketball - 12 Practices; Boys/Girls Cross Country - 8 practices; Cheerleading - 8 practices; Football - 7 practices; Boys/Girls Golf - 8 practices; Boys/Girls Soccer - 8 practices; Softball - 8 practices; Boys/Girls Swimming - 8 practices; Boys/Girls Tennis - 8 practices; Volleyball - 8 practices; Wrestling - 15 practices.

The athletic director may approve a reduction in the number of required practices in the event of special circumstances. Exceptions to this rule may also be considered for incoming transfer students or students recovering from long-term illness or injury.

### **Informing Participants of the Athletic Code**

It is the responsibility of the coaches and the athletic director to inform each team member of the contents of the athletic code and to enforce the Athletic code in a fair and consistent manner. It is the participant's responsibility to be aware of the contents of the Athletic Code. Each coach and student participant will receive a copy of the Athletic Code which is properly updated.

### **Enforcement of the Athletic Code**

The consequences for Section II pertaining to the possession, sale, use, and abuse of illegal substances are specifically defined. Consequences for other infractions will vary from incident to incident based upon the severity of the offense, multiple offenses, and repeated occurrences of the same offense.

Penalty for infractions which result in suspension from competition will be administered by the athletic director as a result of direct observation by a school official and/or as a result of investigation by the athletic director and/or school administration. Reports of the infractions from a non-school source shall be submitted to the athletic director, preferably in writing, and will follow the guidelines for such reports found in Section IV.

### **Suspensions from Contests Defined**

Interscholastic competition is defined as contests. A suspension shall begin immediately after it is determined that the athlete is in violation of the code. Suspensions, once in effect, shall continue consecutively from contest to contest. The coach may recommend to the athletic director that practices during suspension periods continue. Such requests shall be subject to approval from the athletic director.

If the full length of the suspension cannot be served during the current season, a suspension shall continue into the athlete's next sports season of competition. Athletes serving a partial-season suspension must complete that season in good standing in order for the terms of the suspension to be met.

## SECTION II

### **Substance (Drugs, Alcohol, Tobacco, Etc.) Rules and Regulations**

The possession, use, consumption, distribution, purchase, sale or manufacture of, or other involvement of any kind of description with, illegal drugs or other controlled substances, alcohol or alcoholic beverages, anabolic/androgenic steroids, performance-enhancing drugs, e-cigarettes (i.e. vape products) and tobacco or tobacco products (in any form), is strictly prohibited. Also prohibited is any such involvement with substances purported to be illegal (i.e. “look-alike” drugs, etc.), and any abuse or misuse of prescriptive drugs, over-the-counter medications, or other chemicals or substances.

Violations of the substance rules and regulations are accumulative throughout an athlete’s high school career. Categorical infractions in this section are in effect year-round. The student becomes part of the athletic program and is bound by the Athletic Code when the athlete participates in official athletic practices and contests for the first time at Holland High School. Violations of the substance rules and regulations stated in this section will subject the athlete to the specifically prescribed consequences as listed.

#### Category A. Seeking Voluntary Assistance

In the event a student athlete voluntarily seeks assistance for a substance use problem (i.e. as distinguished from a sale or distribution problem, etc.), and if the request for assistance does not appear to be based on an attempt to circumvent the sanctions established in the Athletic Code (e.g. where school official had no knowledge of any rule infraction under this section), the following guidelines shall apply.

1. Self referral must be made to the athletic director, counselor, student assistance coordinator or principal by the athlete or a member of the athlete’s immediate family (confidentiality will be observed).
2. The athlete may resume athletic participation with the concurrence of the substance counselor and the athletic director or principal.
3. An athlete may use this avenue only once during a school year. Failure to complete the prescribed program will result in the athlete receiving sanctions as described in Section II C.

#### Category B. Substance Violations with voluntary participation in the Assessment Program; and Tobacco Violations

An athlete who violates substance rules and regulations and volunteers to undergo assessment of potential chemical abuse/misuse must follow the recommended assistance program in cooperation with the procedures of the school district. Sanctions for Category B (which include tobacco violations) are as follows:

1. First infraction- suspension for 1/3 of the season’s contests (will carry into the next sport season if necessary).

2. Second infraction- Suspension for 2/3 of the season's contests (will carry into the next sport season if necessary).
3. Third infraction- suspension from Holland High athletics for one year (365 days).
4. Fourth infraction- suspension for the remainder of the high school career. A request to review the suspension after one year may be conducted by the athletic director if there is documentation of successful completion of an approved rehabilitation program.

Note: Athletes using Option A or B must follow the recommended assistance program and provide requested information in cooperation with the terms and conditions of the school district assessment process.

#### Category C. Substance Violations without participation in an Assessment Program

An athlete in violation of substances rules and regulations and who choose not to undergo assessment of potential chemical abuse/misuse will be suspended as follows:

1. First infraction- suspension for 2/3 of a season's contests (will carry into the next sport season if necessary).
2. Second infraction- suspension from all Holland High athletics for one year (365 days).
3. Third infraction- suspension for the remainder of high school career. A request for review of the suspension after one year may be conducted by the athletic director if there is documentation of successful completion of an approved rehabilitation program.

### **SECTION III**

#### **Personal Conduct and Personal Integrity Offenses**

The community, school district, and school support the high standards of conduct and role modeling expected of student athletes. Proper behavior is expected in school, on and off the playing field, and to all areas beyond. Acts of unacceptable conduct include, but are not limited to the following:

- ✓ Actions detrimental to the health, safety, and well being of others
- ✓ Disrespect
- ✓ Insubordination
- ✓ Abusive or improper language
- ✓ Taunting and/or inciting
- ✓ Harassment
- ✓ Fighting/initiating a fight
- ✓ Negative attitude
- ✓ Theft or involvement in theft (personal/school)
- ✓ Falsifying documents or otherwise providing false information
- ✓ Destruction of school equipment
- ✓ Vandalism
- ✓ Conduct detrimental to the team or school



- ✓ Violation of MHSAA rules and regulations
- ✓ Violation of school district and/or school rules and regulations
- ✓ Team policy offenses ( absences, attitude, uncooperative behavior)
- ✓ Other conduct as determined by the coach(es) or administration which could cause embarrassment or criticism to the team and/or school, or which is inconsistent with a student athlete's position as a leader and role model.

### **Criminal Activities**

Participation in a criminal activity adversely affects the school and/or athletic program. Due to the varied nature of criminal activities, consequences will vary from incident to incident based upon the severity and level of the offense, multiple offenses, and repeated occurrences of the same offense.

In cases or situations involving a student athlete's alleged criminal activity or civil infractions, school officials may proceed with disciplinary action under the Athletic Code whether or not criminal charges or civil infractions have actually been brought or filed against the student athlete, and notwithstanding the fact that such charges or infractions (if filed) may not yet have been resolved through the courts, provided the evidence available to school officials reasonably warrants such discipline for violation of the Athletic Code.

### **Range of Disciplinary Actions**

Disciplinary action for improper conduct described in this section is based upon the severity of each case and it's subject to the minimal MHSAA rules regarding sportsmanship and fighting. Examples of discipline for behavioral infractions implied in this section are as follows:

- ✓ A conference may be required involving the student-athlete with his/her coach and/or school officials and/or parents to resolve the issue.
- ✓ Suspension from practices and/or contests.
- ✓ Suspension from the team for the remainder of the season.
- ✓ Suspension from athletic participation for a longer period of time in the event of severe or recurring infractions.
- ✓ Suspension from athletic participation pending a resolution with school officials.
- ✓ Withholding of the athletic letter/award
- ✓ Monetary restitution for vandalism and/or destruction or loss of property
- ✓ A combination of the above forms of discipline and/or other discipline as warranted by or appropriate to the offense (s)

## SECTION IV

### Enforcement Procedures/Due Process

#### A. Reporting Athletic Code Violations

Whenever a coach and/or school supervisory adult has reasonable grounds to suspect that a student athlete has violated the Athletic Code, said adult shall report the violation, preferably in writing, to the athletic director. The report shall (to the extent reasonably possible) include:

- ✓ The day, date, and time of the violation
- ✓ The name of the person making the report
- ✓ A complete description of the violation
- ✓ Known witness present when the violation occurred.

Such reports will be acted upon if school officials are able to substantiate the information in the report after the investigation. The athlete will be informed of the infraction and given an opportunity to speak to the accusation prior to disciplinary action.

#### B Administering Athletic Code Violations

The athletic director shall administer the Athletic Code according to the procedures as stated in the Athletic Code. A record of all reports and investigations alleging Athletic Code Violations shall be maintained by the athletic director. The athletic director shall initiate the following procedure when a student athlete is alleged to have violated the Athletic Code.

1. The athletic director shall contact the student accused of the violation and inform the student of the charges.
2. The student shall be provided with the opportunity to deny or admit to the charges. The student may have a parent/legal guardian present at a scheduled meeting to discuss the charges.
3. If there is a self-admission that the student has violated the Athletic Code, the athletic director shall notify the parent/legal guardian and student of the Athletic Code violation and resulting discipline being administered according to the provisions of the Athletic Code.
4. If the student denies the charges, the athletic director shall after a careful investigation, render a decision based upon the circumstances of the case, the information received from appropriate witness, and reports submitted. The athletic director shall notify the parent. Legal guardian and student of the Athletic Code violation and the resulting discipline being administered according to the provisions of the Athletic Code. The parent and student shall be informed by the athletic director if the investigative review indicates that no violation has occurred or is so inconclusive that discipline is not able to be administered.

## C Appeal Process

Appeals by the parent/legal guardian of the student being disciplined, or by the 18 year old student, may be filed and brought before the Athletic Review Board in the following situation:

- ✓ An appeal of the process whereby a sanction has been administered to an athlete.
- ✓ An appeal based upon significant new evidence.

Appeals shall be made to the athletic director within three school (3) days after received the written notice of the Athletic Code violation and resulting sanctions. The athletic director shall upon receiving the appeal request, 1) determine if the request falls within the parameters of an appeal, and 2) notify the review board chairperson of qualifying requests in order to schedule an appeal hearing. The athletic director shall provide copies of all pertinent information and documentation to the chairperson of the board prior to the first scheduled meeting of the review board.

The Athletic Review Board shall meet as soon as possible after being notified of the request. The review board may meet with witnesses and the athletic director, or designee in the review process. Within three (3) school days after the final meeting, the review board shall submit its written findings to the athletic director. A letter, signed by the chairperson, shall be sent to the student and parent/legal guardian stating the findings and the rationale for the conclusion. Findings and recommendations shall be agreed upon by a majority vote of review board members.

## D Athletic Review Board Membership

The Athletic Review Board shall consist of three (3) voting members who are appointed by the building Principal:

- ✓ One (1) teacher not representing the athletic department.
- ✓ One (1) coach not representing the sport(s) in question.
- ✓ One (1) administrator not representing the athletic department.

## E Disqualification of Athletic Director or Review Board Member

The athletic director or any board member may disqualify themselves if circumstances warrant. A designee to replace such person will be made by the building Principal.